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6 March 1961

MEMORANDUM FOR THE RECORD

Subject: Disposition of Support Records--Field

I discussed the subject of Disposition of Field Support Records with [ ] DDP/RMO on 3 March. I proposed that a dispatch be sent to the field advising them of the proposed changes in retention periods for items 15a, 15f, 15i, and 15j.

He agreed, but suggested that we wait until a response has been received from a dispatch he sent [ ] on 24 January requesting a better description of the volume of records which they propose be sent to Headquarters. I agreed to wait.

[ ]  
Chief, Records Management Staff

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4-11-61

[ ] Area Records Officer, Office of Comptroller does not have any knowledge about a dispatch [ ] relative to change in instructions for destruction of Finance Division records. She thinks [ ] SSA/DDS may know about this.

I called [ ] and found that he was not available and I was advised that a [ ] would call me.

4-20-61

Discussed this matter with [ ] He advises that they are in process of preparing [ ] which will eliminate the disposition Guide for Auxiliary Paper Holdings [ ] dated 17 Feb 1960 which [ ] was instrumental in preparing. He advises further that this [ ] would probably not be fully coordinated and ready for distribution [ ] for at least 3 months.

Further discussion with [ ] ARO, Comptroller indicates that they will agree with my suggestion to initiate a dispatch to Class A and Class B Field Stations advising them of new retention periods for certain Finance Division records. The Dispatch will be coordinated with the Records Management Staff. This will permit [ ] and other similar affected stations to get immediate relief from accumulated holdings of Finance Division records.

I called [ ] office again to find out whether the SSA/DDS had responded to [ ] request of 29 Nov. 1960 to advise him about the need to retain Finance Division records [ ] or have them transferred here as requested. [ ] Again, I found [ ] not available and then I requested [ ] to contact me.